

**JOB ANNOUNCEMENT
VACANCY #02-AC-CC-0003**

Agency:	Office of the Corporation Counsel
Division/Unit:	
Position:	Accountant
Grade/Step:	DS-11/1
Salary Range:	\$38,068
Area of Consideration:	Unlimited
Opening Date:	4-9-02
Closing Date:	Open until filled
Number of Vacancies:	One

Position Description:

The incumbent maintains records of financial transactions for various operating programs of the division. Assists the supervisor in the development and implementation of an accounting system to serve the needs of management. Ensures that the expenditures in the various operating programs are within budgetary allotments. Reviews and analyzes various obligations and disbursements to make sure that they are properly charged to the correct accounts. Analyzes and interprets financial documents submitted by contractors who are providing services to the division under MOU's or contracts to ascertain accuracy and adequacy of data. Assists in the preparation of various reports on a quarterly and yearly basis as required by the federal or District government. Reconciles payments made to contractors/vendors under the Multiple Payment Schedule system to the documents submitted by the contractors/vendors in support of services rendered.

Position requires knowledge of budgetary techniques, professional accounting principles, and the ability to conduct financial and budgetary reviews and prepare an analysis. Must have knowledge of federal regulations, District of Columbia policies and financial management system, and the ability to deal with various managers at all levels.

Submission Information:

To: Office of Government Business and Human Capital
Recruitment Division
941 North Capitol Street, NE, Suite 1200
Washington, D.C. 20002
Fax: (202) 442-6413

Submission Materials: DC 2000 employment application or Resume with cover letter

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.